



DEPARTMENT OF THE NAVY  
NAVY RECRUITING COMMAND  
5722 INTEGRITY DR.  
MILLINGTON, TENNESSEE 38054-5057

IN REPLY REFER TO:

COMNAVCRUITCOMINST 12452.2

Code 14  
APR 03 2001

COMNAVCRUITCOM INSTRUCTION 12452.2

From: Commander, Navy Recruiting Command

Subj: BENEFICIAL SUGGESTION PROGRAM

Ref: (a) Code of Federal Regulation (5CFR) Chapter 451  
(b) OPNAVINST 1650.8C  
(c) HRONOLAINST 12451.1

Encl: (1) Scale of Recommended Award Amounts Based on Tangible Benefits - Table 1 HRONOLAINST 12451.1  
(2) Scale of Recommended Award Amounts Based on Intangible Benefits - Table 2 HRONOLAINST 12451.1  
(3) Award Scale for Tangible Benefits - Table III OPNAVINST 1650.8C (Contributions)  
(4) Award Scale for Tangible Benefits - Table IV OPNAVINST 1650.8C (Quick Guide)  
(5) Award Scale for Intangible Benefits - Table V OPNAVINST 1650.8C  
(6) Contribution Investigation Report, NAVSO 5305/5  
(7) Guideline for Suggestion Evaluators

1. Purpose. To establish a Beneficial Suggestion Program for the Navy Recruiting Command Headquarters and Field Activities.

2. Background. Reference (a) established an Incentive Awards Program in accordance with the provisions of the Government Employee's Incentive Awards Act. Reference (b) established the Navy's program and requires that a committee be established to advise and assist in administering the Incentive Awards Program. Reference (c) provided that a local awards committee may be used to advise the head of the activity in matters concerning cash awards for suggestions, inventions and scientific achievements by military and civilian personnel.

3. Committee Membership. The Navy Recruiting Command Beneficial Suggestion Committee will consist of six voting members. The Committee Chairman will be the Director, Personnel and Logistics Department who will represent Code 10. The Administrator and the Position Management Officer are (non-voting) members. The membership will consist of one individual, military or civilian from Codes 014, 30, 70 and 80 and the

**APR 03 2001**

Command Master Chief. Committee assignment will be published in accordance with the current COMNAVCRUITCOMNOTE 5420.

a. The Position Management Officer and Administrator are appointed as ex officio members.

b. Members of the committee, except for the Chairman and the ex officio members, normally serve on the board for two years.

c. Membership of the committee will be revised occasionally to maintain a balance of new and experienced members on the board.

d. The Chairman is authorized to designate panels to act on assigned portions of the committee's work, if such assignments would result in more expeditious handling of the workload. Such panels will consist of a minimum of three members.

4. Beneficial Suggestion Committee Mission. The mission of the committee is:

a. To review and act upon suggestions and award recommendations from Headquarters and the Field in accordance with references (a) through (c) and the provisions of this instruction.

b. To publish information on the program and assist and Encourage all Navy Recruiting Command personnel (military and civilians) to make full and effective use of this program. All military personnel on active duty with the Navy and Marine Corps, as well the Coast Guard when it is operating under the Department of the Navy, are eligible to receive award consideration for their suggestions, inventions, or scientific achievements that contribute to the economy or efficiency of Government operations. Military personnel are eligible for the following:

- (1) Cash awards
- (2) Navy Commendation Medal
- (3) Navy Achievement Medal
- (4) Secretary of Defense Commendation Award
- (5) Secretary of Defense Productivity Excellence Award

APR 03 2001

(6) Local Non-Monetary Awards; Letters of Appreciation Pins, Cups, Pens, Plaques.

Civilian personnel are eligible for the following:

(1) Cash awards

(2) Honorary awards such as Navy Meritorious Civilian Service Award, Navy Superior Civilian Service Award, Navy Distinguished Civilian Service Award.

(3) Local Non-monetary awards; Letters of Appreciation, Pins, Cups, Pens, Plaques.

c. The Chairman of the Beneficial Suggestion Committee will approve or disapprove all requests for extension of deadlines associated with the program.

#### 5. Beneficial Suggestions

a. The Commander, Navy Recruiting Command will approve adoption, non-adoption, payment of awards and additional awards if appropriate on all Beneficial Suggestions submitted from the Field and Headquarters, as well as suggestions received from outside NAVCRUITCOM. COMNAVCRUITCOM will evaluate suggestions submitted, and forward those deemed appropriate to higher authority for consideration for adoption, further evaluation or payment of awards. Notification by the Commander, Navy Recruiting Command of final disposition of a suggestion shall be made in writing.

b. A suggestion is a definite proposal intended to be of value to the government. It must be written and offer a solution to a problem or propose a method for carrying out a change or improvement.

c. Not considered Beneficial Suggestions under this program are those ideas related to services, or benefits to employees, working conditions, buildings and grounds, and housekeeping (e.g., maintenance and repairs, cafeteria services, parking facilities, proposals regarding routine functions such as ordering supplies, painting walls, replacing linoleum, changing light bulbs, etc., or proposals relating to the personal convenience of the employee but having no value to other employees or to the Government.)

d. All suggestions that will contribute to greater efficiency or economy are desired. The more desirable are

APR 03 2001

those that reduce the cost of operations or services, eliminate unnecessary operations or services, improve the quality of operations or services, or save manpower, materials, or time.

e. Suggestions must be submitted in writing. The use of a suggestion form is not required; however, use of the OPNAV 5305/1 (5-80) is recommended. A suggestion need not be approved by the contributor's supervisor before submission. After preparation and signature, suggestions will be forwarded to the Administrator (Code 141), Beneficial Suggestion Committee.

f. The merits of a suggestion are determined and the decision made as to whether or not to adopt it by the line management official in charge of the subject or area of operation treated by the suggestion.

g. The improvement idea contained in a suggestion need not be novel or original to be eligible for an award. However, ideas already under active management consideration when received as a Beneficial Suggestion are not eligible for award consideration.

h. A suggestion is considered adopted when it has been placed into effect, or when a written commitment has been made by management to place it into effect.

i. If a suggestion is not adopted as submitted but is modified or changed, the suggester will receive award consideration for their contribution to the improvement.

j. When duplicate suggestions are received covering the same improvement, the first one received is given credit for improvement. Subsequent suggestions do not receive credit unless they make a definite contribution to the improvement. However, all will receive letters of appreciation for the suggestion.

k. Awards may be **monetary** or **non-monetary** based on the value of the adopted suggestion.

(1) Monetary award dollar value will be reviewed and approved by the board members and computed based on the below listed references.

(a) Enclosures (1) and (2) will be used to compute the monetary award for civilians.

(b) Enclosures (3) through (5) will be used to

APR 03 2001

compute the monetary award for military.

(2) Non-monetary awards shall be reviewed and approved by the board members and shall be determined by reference (b) for military and reference (c) for civilian employees.

6. Beneficial Suggestion Processing

a. The Administrator of the Beneficial Suggestion Committee shall receive, prepare log in sheet and review all suggestions for completeness and proper documentation, attach NAVSO 5305/5, enclosure (6) and the Guideline for Suggestion Evaluators, enclosure (7), assign completion deadline and forward suggestion to the department having cognizance of the subject matter. A tickler and follow-up shall be maintained on all suggestions received. Extension of deadlines shall be submitted to the Chairman of the Beneficial Suggestion Committee for approval.

b. The cognizant department shall assign an action officer, in writing, and forward a copy to Code 141. The action officer will conduct a thorough evaluation of the suggestion, record in writing the findings and award recommendations on NAVSO 5305/5 and forward the package to Code 141. The recommendation will include a statement as to whether the contribution meets or exceeds reasonable expectations for personnel assigned to COMNAVCRUITCOM.

c. The Administrator shall attend meetings, take and publish the minutes and forward reviewed beneficial suggestions to the Chairman, Beneficial Suggestion Committee. The Chairman, shall call meetings quarterly or sooner, as required, and forward the suggestion to the Commander/Deputy Commander via Code 141, in writing regarding the committee's recommendation.

d. Files on the program will be maintained in Code 141.

7. Supervisors' Responsibilities. It is the continuing responsibility of all levels of supervision to ensure that the program is used actively to reduce costs and increase efficiency. The largest share of this responsibility falls on the immediate supervisor. The responsibilities of the supervisor include:

a. Encouraging subordinates to submit improvement ideas and giving a reasonable amount of assistance in preparing suggestions.

APR 03 2001

b. Motivating employees and groups of employees to improve their performance and identifying those employees whose superior accomplishments merit recognition and awards.

c. Acting promptly and fairly on all contributions that apply to his/her area of supervision.

d. Showing by action and word that the Commander, Navy Recruiting Command desires all personnel of the Navy Recruiting Command to participate actively in the program.

8. Nondiscrimination. Managers and supervisors will ensure that award recommendations are made in their organizations without discrimination based on race, religion, sex, age or national origin.

9. Action

a. All supervisory and management personnel are requested to utilize this program to its fullest extent in order to improve operations and recognize appropriately the contributions made by eligible personnel.

b. Field Activities will establish procedures as necessary to process locally received beneficial suggestions. Suggestions should be forwarded with command recommendation to COMNAVCRUITCOM (Code 141).

10. Reports. A consolidated report required in reference (b) will be forwarded to Chief of Naval Operations not later than 25 calendar days following the end of the fiscal year so that a current analysis can be made of the progress of the program.

  
W. S. SLOCUM  
Deputy

Distribution:

COMNAVCRUITCOMINST List  
IA Department Directors and Special Assistants  
ID Navy Personnel Command  
IE Navy Recruiting Orientation Unit  
IIA Region Commanders  
IIIA Navy Recruiting Districts

Table 1. SCALE OF RECOMMENDED AWARD AMOUNTS BASED ON  
TANGIBLE BENEFITS

<u>BENEFITS</u>	<u>AWARD</u>
<u>Estimated First-year Benefits to Government</u>	<u>Amount of Award to Employee</u>
Up to \$10,000 in benefits	10% of benefits
Between \$10,000 and \$100,000 in benefits	\$1,000, plus 3% to 10% of benefits over \$10,000
More than \$100,000 in benefits	\$3,700 to \$10,000 for the first \$100,000 in benefits, plus 0.5 % to 1.0% of benefits above the \$100,000, up to \$25,000, with the approval of the Office of Personnel Mangement. Presidential approval is required for all awards of more than \$25,000.

This scale is a recommendation only; agencies have the authority to develop scales that meet their particular needs.



**Table 2. SCALE OF RECOMMENDED AWARD AMOUNTS  
BASED ON INTANGIBLE BENEFITS**

VALUE OF BENEFIT	EXTENT OF APPLICATION			
	LIMITED Affects functions, mission, or personnel of one facility, installation, regional area, or an organizational element of headquarters. Affects a small area of science or technology.	EXTENDED Affects functions, mission, or personnel of an entire regional area, command, or bureau. Affects an important area of science or technology.	BROAD Affects functions, mission, or personnel of several regional areas or commands, or an entire department or agency. Affects an extensive area of science or technology.	GENERAL Affects functions, mission, or personnel of more than one department/agency, or is in the public interest throughout the Nation and beyond.
<b>MODERATE VALUE</b> Change or modification of an operating principle or procedure with limited impact or use.	\$25 - \$125	\$125 - \$325	\$325 - \$650	\$650 - \$1,500
<b>SUBSTANTIAL VALUE</b> Substantial change or modification of procedures. An important improvement to the value of product, activity, program, or service to the public.	\$125 - \$325	\$325 - \$650	\$650 - \$1,300	\$1,300 - \$3,150
<b>HIGH VALUE</b> Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product or service.	\$325 - \$650	\$650 - \$1,300	\$1,300 - \$3,150	\$3,150 - \$6,300
<b>EXCEPTIONAL VALUE</b> Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.	\$650 - \$1,300	\$1,300 - \$3,150	\$3,150 - \$6,300	\$6,300 - \$10,000



OPNAVINST 1650.8C  
15 APR 1988

AWARD SCALE FOR TANGIBLE BENEFITS  
TABLE III - CONTRIBUTIONS WITH TANGIBLE BENEFITS

<u>Estimated First-Year Benefits to Government</u>	<u>Amount of Award</u>
Up to \$10,000.....	10% of benefits
\$10,001 - \$100,000.....	\$1,000 for first \$10,000 plus 3% of benefits over \$10,000
\$100,001 and more.....	\$3,700 for the first \$100,000 plus 0.5% of benefits over \$100,000

Enclosure (3)

15 APR 1988

**AWARD SCALE FOR TANGIBLE BENEFITS**  
**TABLE IV - QUICK GUIDE FOR CALCULATING AWARDS BASED ON TANGIBLE BENEFITS**

<i>Benefit</i>	<i>Award</i>	<i>Benefit</i>	<i>Award</i>	<i>Benefit</i>	<i>Award</i>	<i>Benefit</i>	<i>Award</i>	<i>Benefit</i>	<i>Award</i>
Up to \$10,000	10%	50,000	2,200	90,000	3,400	170,000	4,050	1,800,000	12,200
11,000	1,030	51,000	2,230	91,000	3,430	175,000	4,075	1,900,000	12,700
12,000	1,060	52,000	2,260	92,000	3,460	180,000	4,100	2,000,000	13,200
13,000	1,090	53,000	2,290	93,000	3,490	185,000	4,125	2,100,000	13,700
14,000	1,120	54,000	2,320	94,000	3,520	190,000	4,150	2,200,000	14,200
15,000	1,150	55,000	2,350	95,000	3,550	195,000	4,175	2,300,000	14,700
16,000	1,180	56,000	2,380	96,000	3,580	200,000	4,200	2,400,000	15,200
17,000	1,210	57,000	2,410	97,000	3,610	225,000	4,325	2,500,000	15,700
18,000	1,240	58,000	2,440	98,000	3,640	250,000	4,450	2,600,000	16,200
19,000	1,270	59,000	2,470	99,000	3,670	275,000	4,575	2,700,000	16,700
20,000	1,300	60,000	2,500	100,000	3,700	300,000	4,700	2,800,000	17,200
21,000	1,330	61,000	2,530	101,000	3,705	325,000	4,825	2,900,000	17,700
22,000	1,360	62,000	2,560	102,000	3,710	350,000	4,950	3,000,000	18,200
23,000	1,390	63,000	2,590	103,000	3,715	375,000	5,075	3,100,000	18,700
24,000	1,420	64,000	2,620	104,000	3,720	400,000	5,200	3,200,000	19,200
25,000	1,450	65,000	2,650	105,000	3,725	425,000	5,325	3,300,000	19,700
26,000	1,480	66,000	2,680	106,000	3,730	450,000	5,450	3,400,000	20,200
27,000	1,510	67,000	2,710	107,000	3,735	475,000	5,575	3,500,000	20,700
28,000	1,540	68,000	2,740	108,000	3,740	500,000	5,700	3,600,000	21,200
29,000	1,570	69,000	2,770	109,000	3,745	550,000	5,950	3,700,000	21,700
30,000	1,600	70,000	2,800	110,000	3,750	600,000	6,200	3,800,000	22,200
31,000	1,630	71,000	2,830	111,000	3,755	650,000	6,450	3,900,000	22,700
32,000	1,660	72,000	2,860	112,000	3,760	700,000	6,700	4,000,000	23,200
33,000	1,690	73,000	2,890	113,000	3,765	750,000	6,950	4,100,000	23,700
34,000	1,720	74,000	2,920	114,000	3,770	800,000	7,200	4,200,000	24,200
35,000	1,750	75,000	2,950	115,000	3,775	850,000	7,450	4,300,000	24,700
36,000	1,780	76,000	2,980	116,000	3,780	900,000	7,700	4,400,000	25,200
37,000	1,810	77,000	3,010	117,000	3,785	950,000	7,950		
38,000	1,840	78,000	3,040	118,000	3,790	1,000,000	8,200		
39,000	1,870	79,000	3,070	119,000	3,795	1,050,000	8,450		
40,000	1,900	80,000	3,100	120,000	3,800	1,100,000	8,700		
41,000	1,930	81,000	3,130	125,000	3,825	1,150,000	8,950		
42,000	1,960	82,000	3,160	130,000	3,850	1,200,000	9,200		
43,000	1,990	83,000	3,190	135,000	3,875	1,250,000	9,450		
44,000	2,020	84,000	3,220	140,000	3,900	1,300,000	9,700		
45,000	2,050	85,000	3,250	145,000	3,925	1,350,000	9,950		
46,000	2,080	86,000	3,280	150,000	3,950	1,400,000	10,200		
47,000	2,110	87,000	3,310	155,000	3,975	1,500,000	10,700		
48,000	2,140	88,000	3,340	160,000	4,000	1,600,000	11,200		
49,000	2,170	89,000	3,370	165,000	4,025	1,700,000	11,700		

NOTE: (1) Subject to change pending approval of OPM proposal.

15 APR 1988

TABLE V - AWARD SCALE FOR INTANGIBLE BENEFITS

VALUE OF BENEFIT	EXTENT OF APPLICATION			
	LIMITED	EXTENDED	BROAD	GENERAL
	• Affects functions, mission, or personnel of one office, activity, or an organizational element of a Headquarters. • Affects a small area of science or technology.	• Affects functions, mission, or personnel of several offices or activities. • Affects an important specific area of science or technology.	• Affects functions, mission, or personnel of an entire regional area. • Affects a broad area of science or technology.	• Affects functions, mission, or personnel of several regional areas or an entire department, or is in the public interest throughout the Nation or beyond.
<b>Moderate Value</b> - Change or modification of an operating principle or procedure which has value sufficient to meet the minimum standards for a cash award; an improvement of rather limited value of a product, activity, program, or service to the public.	\$25 - \$100	\$100 - \$250	\$250 - \$500	\$500 - \$1,000
<b>Substantial Value</b> - Substantial change or modification of an operating principle or procedure; an important improvement in value of a product, activity, program, or service to the public.	\$100 - \$250	\$250 - \$500	\$500 - \$1,000	\$1,000 - \$2,500
<b>High Value</b> - Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product, major activity, program or service to the public.	\$250 - \$500	\$500 - \$1,000	\$1,000 - \$2,500	\$2,500 - \$5,000
<b>Exceptional Value</b> - Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.	\$500 - \$1,000	\$1,000 - \$2,500	\$2,500 - \$5,000	\$5,000 - \$10,000

## NOTES:

1. Minimum award for tangible benefits may be granted only when benefits reach or exceed \$250. Minimum award for intangible benefits should require a comparably high standard.
2. When a contribution has both tangible and intangible benefits, amount of award is based on total value of contribution to the Government, i.e., a combination of award amount based on intangible benefits.
3. Subject to change pending approval of OPN proposal.

Enclosure (5)

CONTRIBUTER(S) (Name: Last, first, M.I.)	CONTRIBUTION (Number and title)	DATE RECEIVED
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POSITION TITLE, AND GRADE OR RANK/RATE	ACTIVITY OF CONTRIBUTOR(S) (Name and location)
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ORGANIZATIONAL CODE AND TITLE

TO:	DATE FORWARDED	DUE DATE
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A complete evaluation of this contribution is necessary and all questions that apply should be answered. Although you may not have authority to implement the contribution, you are requested to give your opinion on its value. Do not merely state that authority to adopt the contribution is under the cognizance of GSA, VA, Treasury, etc. YOUR REPLY MAY BE USED VERBATIM IN NOTIFYING THE CONTRIBUTOR(S) OF THE RESULTS.

SIGNATURE OF AWARDS ADMINISTRATOR	ACTIVITY AND LOCATION
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INVESTIGATION REPORT		YES	NO
1. WILL CONTRIBUTION BE ADOPTED LOCALLY? (If "NO" give reason for nonadoption in space 4 and answer questions 5 and 6 only)			
2. IS CONTRIBUTION IN OPERATION? (Complete items below)			

IF "YES" GIVE DATE INSTALLED \_\_\_\_\_ IF "NO" INDICATE BELOW THE ACTION TAKEN TOWARD ADOPTION

<input type="checkbox"/> COMMITMENT TO ADOPT HAS BEEN MADE	<input type="checkbox"/> PROJECT OR JOB ORDER HAS BEEN ISSUED	<input type="checkbox"/> EXPERIMENTAL WORK OR TRIAL TEST IS UNDER WAY	<input type="checkbox"/> APPROVAL HAS BEEN REQUESTED
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### 3. ESTIMATE OF BENEFITS

#### A. INTANGIBLE BENEFITS

VALUE	<input type="checkbox"/> MODERATE	<input type="checkbox"/> SUBSTANTIAL	<input type="checkbox"/> HIGH	<input type="checkbox"/> EXCEPTIONAL
EXTENT OF APPLICATION	<input type="checkbox"/> LIMITED	<input type="checkbox"/> EXTENDED	<input type="checkbox"/> BROAD	<input type="checkbox"/> GENERAL

#### B. TANGIBLE BENEFITS (In table below compute labor savings at actual cost.)

ITEM	LABOR			MATERIAL			TOTAL (LABOR AND MATERIALS)
	Hours Per	Dollars Per Hour	TOTAL	Units Per	Cost Per Unit	TOTAL	
FORMER METHOD		\$	\$		\$	\$	\$
NEW METHOD							
SAVINGS							

#### 4. ADDITIONAL INFORMATION AND COMMENTS

(If more space is needed, use reverse side starting with this end of the page up.

5. IS PATENT INVESTIGATION RECOMMENDED?	YES	NO	SIGNATURE OF INVESTIGATOR	DATE
6. IF CONTRIBUTION CAN BE USED ELSEWHERE, INDICATE WHERE:			ACTIVITY AND LOCATION OF INVESTIGATOR	
			APPROVING OFFICIAL	DATE

## **GUIDELINES FOR BENEFICIAL SUGGESTION EVALUATORS**

Please review these guidelines before evaluating the attached suggestion and making a recommendation. If you have any questions, please contact the Suggestion Program Administrator, Human Resources Liaison Division, N12, at (901) 874-9178.

An adoptable suggestion will usually accomplish one or more of the following:

- An increase in operational efficiency;
- An improvement in services, procedures, or forms;
- A cost savings;
- An improvement in working conditions or equipment.

When evaluating the suggestion, ask yourself the following questions:

- What is the situation identified by the suggestion?
- What caused the situation to exist?
- Is there a problem?
- What actions are being taken or are under consideration regarding this situation?
- What does the suggestion propose?
- What are the advantages?
- What are the disadvantages?
- What alternate solution might be more effective?
- How and to what extent will the Government benefit?
- Can the improvement be used elsewhere within the activity, other activities, Navy wide, etc.?

*If you are not the person to review the idea, return it for rerouting (if you know who should evaluate it, please tell us). Don't reroute without letting the Suggestion Program Administrator know so control records can be changed.*

**IF THE IDEA IS GOOD**, state how it will be implemented. Implementation need not have occurred, but there must be a commitment before an award can be paid.

**WHAT BENEFIT WILL ACCRUE** from use? Benefits may be actual savings or intangible in nature. Provide a computation of savings; if data isn't readily available, estimates/projections are adequate. Intangible benefits may be safety, improvement to a product/procedure, morale, improvement of readiness posture, etc. We can compute awards based on explanation of intangible benefit(s) and scope and frequency of use. All award computations are based on a 12-month period.

**IF THE IDEA IS NOT GOOD** but provides impetus for a different solution, tell the suggestion administrator. A token award may be in order.

**IF OTHERS NEED TO COMMENT**, tell us. If you need more information from any activity, return the case and tell the suggestion administrator what you want.

**IF THE IDEA IS NOT GOOD** or cannot be adopted regardless of technical merit the suggester deserves to know why. Please provide reason(s).

**IF REGULATIONS PROHIBIT** use of a good idea, tell the suggestion administrator. Although ideas must be reviewed by the activity/agency who established the rule, we should comment as potential users.

**IF YOU THINK THE EFFORT IS INCLUDED IN THE SUGGESTER'S JOB**, say so. Payment of award is precluded, but we review the idea for technical merit, lest we miss a good idea on a technicality. Supervisors will be consulted before a final decision is made.

**IF ANY COMMENTS ARE CLASSIFIED**, please indicate classification of each paragraph. If the case is classified and your comments are not, please indicate.

**PLEASE NOTE THE DUE DATE.** Nothing discourages the flow of ideas more than slow response to the suggester. If you need an extension please let the suggestion administrator know so that the suggester can be kept informed of the status of their suggestions.